

# Jackman Community Daycare

## September 2018 Newsletter

### Welcome!

We are all very excited about the start of this new school year. Welcome to all of our new families and welcome back to all the families who have long been part of our daycare community. Parents, staff and children are the foundation of this vibrant community and we always look forward to strengthening our relationships with our families.

Communication is key to building community. We encourage parents to come inside and talk to the staff. Touch base every day. We really want to get to know you AND your child. It's also important that you read the monthly newsletter and familiarize yourself with your child's room calendar. Our user-friendly website is an important tool for parents and it now includes a Room Page where you can find all upcoming activities as well as your child's Room Calendar. Each day is different in daycare and it's helpful when families are aware of the planned activities. The calendars specify special "After 4" activities that your child can look forward to; we may ask your child to bring something in or indicate to you to consider picking up after it's over. Therefore we hope you post the monthly calendar on your fridge or bookmark the link on your phone so that you have it at your fingertips. Let's work together to make our Daycare a fantastic place for children, for parents, for staff... for everyone in our daycare community.

[www.jackmancommunitydaycare.ca](http://www.jackmancommunitydaycare.ca)

### Growing Pains

Just like children sometimes experience painful growth spurts, Jackman Community Daycare has been in the process of continual growth over the past several years. We have doubled in size and are now licensed for 222 children plus a Part-Time Nursery School of 16 children. We have 28 educators working every day in our 9 programs serving children ages 3-12 years.

Over the past year we have communicated with our families that starting this September the Daycare would be undertaking a much needed reconfiguration. We now have full rooms of each grade from Preschool through Grade 4 and a combined Grade 5/6 room. Going forward we anticipate rooms to be called by their room numbers. (Sadly, we have retired the monikers: School Age, ACC and All Stars.) The rooms and phone extensions are now:

- **Room 107** Preschool Full-Time – Ext. 222
- **Room 107A** JK B & A (Before & After) – Ext. 233
- **Room 207A** SK B & A – Ext. 234
- **Room 105** Grade 1 B & A + lunchtime – Ext. 223
- **Room 101** Grade 2 B & A + lunchtime – Ext. 224
- **Room 207** Grade 3 B & A – Ext. 227
- **Room 108** Grade 4 B & A – Ext. 228
- **Room 309** Grade 5 & 6 B & A – Ext. 225
- **Room 308** Daycare Office – Ext. 221 & 226
- **Part-Time Nursery School Room 105** - Ext. 223

**Our phone number is 416-466-8715.** Please phone your child's daycare room to report your child's absence or to speak to staff. [Click here](#) to see the full **Staffing Model**

## Board of Directors

The Daycare is a non-profit corporation and relies on its volunteer Board to oversee the management of the centre. At the Daycare's Annual General Meeting in June, a new Board was elected to serve for the next school year:

Ira Wells (President)  
Lesley McLean (Vice President)  
Jesse Johnson (Treasurer)  
Jeannine Bourgon (Secretary)  
Tasso Adamopolous  
Giselle Flaccavento  
Sean Keating  
Raymond Lam  
Cristin Napier  
Ryan Pump  
Tim Sanderson  
Richard Simon

## 6 PM Closing Time & Late Policy

Families are encouraged to exit the school by 6 PM. To assist families with a timely departure, **starting at 5:55 PM all remaining children will be supervised in room 105**. The phone number for room 105 is 416-466-8715, Ext. 223.

Here is a synopsis of the Daycare's Late Policy: payment is \$10 for the first 5 minutes (6:01-6:05), plus an additional \$2.00 per minute per family thereafter. If a family has been late frequently – defined as 4 or more occurrences over the school year – they will incur a charge of \$40.00 for the first 5 minutes, followed by \$5.00 per minute per family thereafter.

Staff have been instructed to consistently enforce this policy to ensure fairness for all families. We understand that pick-up time can be hectic and challenging for all families, and sincerely appreciate your efforts to pick up children on time.

## No Babysitting Policy

This is a reminder that Daycare staff may not engage in avoidable dual relationships (e.g. social, personal, business) with current clients. This includes acknowledging that Jackman Community Daycare employees do not provide paid or unpaid babysitting services to families who are registered with the centre. This policy conforms to current professional standards that aim to avoid a potential or perceived conflict of interest.

## Sunscreen is still needed

Before you drop off in the morning, please put on the first coat of sunscreen. Leave a labeled bottle in their cubby for use later in the day. Dressing in layers is also advised.

## Vacancies in Daycare & Part-Time Nursery School

Our Part-Time Nursery School has vacancies 2, 3 and 5 days per week. This program runs during the school year from 9:15-11:15 and is for children who turn 3 before next February. We are also accepting applications for all of our waiting lists and have immediate openings for children going into Grades 3 & 4. Please let your friends know and tell them to contact Karen at [jackmandaycare@bellnet.ca](mailto:jackmandaycare@bellnet.ca).

## Updating Pick-Up Lists & Special Consents

Your child's emergency contact form lists who can pick up your child, either anytime or with a note of phone call. Staff are not allowed to release your child to someone with just a phone call if **prior written consent** has not been given. If you are unsure as to who is currently on your child's pick up list or have an update, please come to the daycare office, room 308, to update your information. **We strongly encourage you to proactively add people to your pickup list. That way you can just phone your child's rooms to let staff know who is picking up.**

If you have a one-time special pick up, or if your child will be participating in school activities, you can fill out a blue special consent form located in all daycare rooms and on our website, or leave a note with staff in the morning or the night before. **We do not accept emails for this purpose so please do not email the daycare office staff about special pickups. Thank you.**

## Calendar of Events and Key Dates

**September 4** – First Day of School & Daycare

**September 10 & 11** – First 2 days of Nursery School

**September 11** – Daycare Board Meeting 6-8 PM. Please RSVP to [Donna](#) if you plan to attend.

**October 5** – PA Day – Nursery School Closed but Daycare Open

**October 8** – Thanksgiving – Closed

**December 24-31** – Nursery School & Daycare Closed

**January 2, 3, 4** – Daycare OPEN 7:30-6:00, Nursery School Closed